

PicSEL Smart Office

USER GUIDE

PicSEL Smart Office is a document editing application for the iPhone and iPad, as well as other devices. It builds upon the success of PicSEL's File Viewer, adding editing and dramatic touch-gesture user interfaces both for iPhone handsets and iPad tablet devices (see section 3.6).

You can view email attachments, files on your memory card, or your Dropbox cloud storage. The Visual Explorer makes it easy to browse them. Content appears virtually as it would on a desktop PC, from the same files, and without needing conversion.

You can edit files on your handset, and copy them back to your desktop computer for further work, without losing the detail.

1 Exploring files

To view email attachments or to download documents, go to your mail reader or web browser, then touch and hold on the attachment icon; a menu will pop up allowing you to open it in Smart Office.

Alternatively, select the attachment. It will normally open in Apple's document viewer. In the top right corner is an icon to send it to Smart Office.

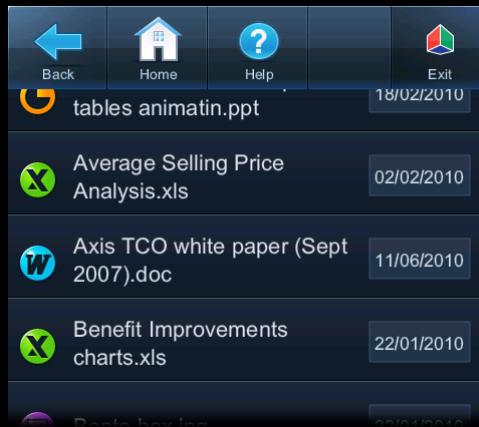
You can copy files between your desktop computer and iPhone or iPad using the iTunes application; this works both for viewing and editing. This is shown in the diagram below:

- Connect the devices by USB cable.
- Launch iTunes on your desktop computer.
- Select your device name from the panel on the left of the iTunes window
- Select “Apps” from the tabs at the top
- Scroll down to the “File Sharing” section of the window.
- Select “Smart Office” from the list of apps.
- Open another folder window to find your documents of interest.
- Drag files between the folder window and the File Sharing panel of iTunes.

You can retrieve your edited documents in iTunes in the same way, or send them by email.



You can then launch Smart Office on your iPhone, and you should see the files in the Visual Explorer.



Once a document is opened it will appear, filling the screen. You can immediately pan it around by dragging your finger over the screen.

You may also create a new document, either based on a template style or a blank page, from the home view of the Visual Explorer.

1.1

Visual Explorer options



Back returns one level to the parent directory.



Home shows all storage, new document templates and other starting points.



New Document appears in the home view, allowing you to choose a template for an empty document, ready for you to create whatever you wish.



Documents shows files stored on-board the device's memory, if applicable.



My Documents may appear in the home view, giving a quick link to the best place to store your office files.



Recent Documents which you have used before, are listed regardless of where they were stored.



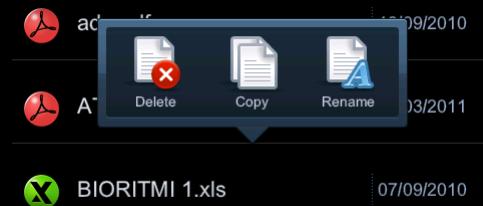
Dropbox is a file hosting service with which you can share files between your computers. See section 1.3.



Google Docs also allows file hosting between computers.

1.2 Managing Files

From the Visual Explorer, you can delete, copy or rename files on your device. Press and hold on any file name, then choose from the callout.



1.3 File Hosting Services

Dropbox and Google Docs are free services available on the Internet, for sharing files between several computers.

Dropbox lets you install software on your desktop or other computers, after registering at www.dropbox.com. Your chosen files are automatically uploaded, so when you use your mobile device, you will see them.



Google Docs also lets you share files, amongst other features. If you have a Google account, perhaps for your email, it should also work for Google Docs.

To log in from Picsel Smart Office, please tap the Dropbox or Google Docs icons in the Visual Explorer, enter the email address and password that you registered on the service web site, then tap “Link”.

When you save files, they are uploaded and should be visible on your other computer almost immediately (it takes a few moments to synchronise). These services require Internet data transfer, which may be chargeable, depending on your connection and tariff.

Your accounts will remain connected permanently, unless you explicitly “Unlink” them by tapping on the title “Logged In” at the top of the screen.

Although this feature connects to the services, Picsel has no responsibility for the services themselves.

2 Viewing a Document

You can work with the document on screen by touching it with your finger. The gestures are:

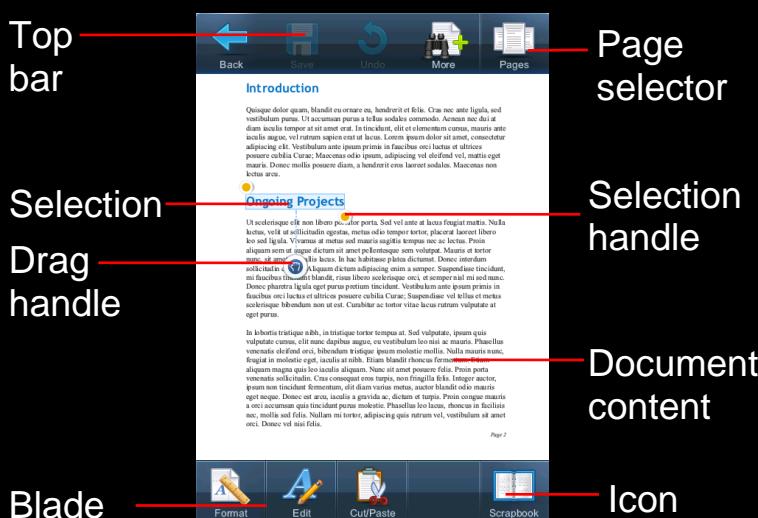
<i>Gesture</i>	<i>Usual meaning</i>
Drag	Pan (scroll) around page
Hold and drag	Zoom in or out
Pinch (two fingers)	Zoom in or out
Single tap	Place insertion caret, or close blade
Double tap	Select word
Tap at top of screen	Show top-bar

You can pan through the pages of the document by dragging your finger up the screen, or using the page selector in the Top bar (described later). If you are viewing a spreadsheet, there are tabs for each sheet.

You can zoom in or out with a two-finger “pinch” gesture, to make the content as big or as small as you like. With large text, you may like “reflow” (see section 2.3) which reformats the text to fit your screen width. You can zoom out to make a page of the document smaller than your screen; you can fit several pages, and still edit and work on it.

2.1 Understanding the Screen

At the top of the screen is the top bar containing “global” options, described in section 2.2. In the main part of the screen is your document, in which you may select fragments or enter new content.



At the bottom is the blade of options applicable to your selection. See section 3.6 if you have a tablet device.

Options are greyed out if they are not available in your current state; for example some documents cannot be edited and therefore cannot be saved. Low resolution devices, do not show the labels below icons.

2.2 Top Bar

The top of the screen shows icons for actions global to the whole document and application, not just to the part you are currently working with.



The top bar is hidden when you are working with the document itself. You can see it again by tapping the top area of the screen.



Back: If you wish to view a different document, or exit from the application, please tap this. It normally returns to the Visual Explorer (see section 1)



File: After you have finished editing a document, you can save or send it. See section 2.4.



Undo: After making a change to your document, you can undo it if you do not like it. Afterwards, you can redo the

action by tapping that icon on the callout.



More: Shows options described further in section 2.3.

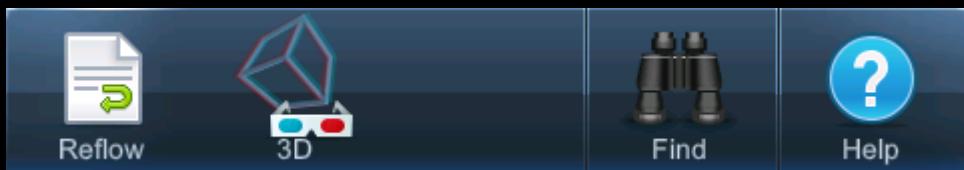


Pages: Shows thumbnails of each page in your document. You can pan left or right to select any page to view normally, or return to the previous one by tapping the Pages icon again.



2.3 “More” top bar

Tapping “More” on the top bar shows options which are used less often. To return to the main top bar, tap the middle of the screen.





Reflow: Normally, pages are laid out as they would be printed. To make lines of text fit across the width of the screen, you can choose to “reflow” them. Font sizes are scaled to be readable, images are scaled to be no bigger than the screen, and objects such as tables are laid out vertically rather than horizontally. This is only available for Word and plain text documents.



3D: If you are wearing “anaglyph” 3D glasses with red and cyan filters, you can view documents in 3D with this option! Images, bold text, italic, lines and other content all “pop out” of the screen to make the document more vivid.



Slideshow: You can play the slides of a PowerPoint slide show in order, without editing features or icons on screen. Tap the screen to proceed to the next slide. Press and hold to exit.



Help. Display this user guide. To return to your document from the user guide, please tap the Back icon.

2.4 File

There are several whole-file actions, available from the File icon on the top bar:



Save: After you have finished editing a document, you can save it back to permanent storage memory. You will be presented with a choice to Save As a new name, or keep the existing name.



Email: Tapping this lets you use the standard email application to compose a message, with the document attached.



Find. This action allows you to search for text within the current document. A blade will be shown at the bottom during searching. See section 2.5, below.



Print: You can send your document to a wireless printer supporting AirPrint, according to the standard iOS methods.

2.5 Find

This option allows you to enter a word or a short text string. The application will search starting with the area currently on screen, and will highlight it when found. You can then choose to edit it or move on to the next or previous matches.



Previous match. After you have found the item you were searching for, you can

search backwards through the document to the preceding match of the same string.



Next match. This continues the search forwards through the document, for the same string.



Cancel. The search is abandoned and the document returns to normal viewing.

The search is case insensitive (it does not distinguish between capital and lowercase letters) and also equates certain Japanese Kana characters.

3 Editing the Document

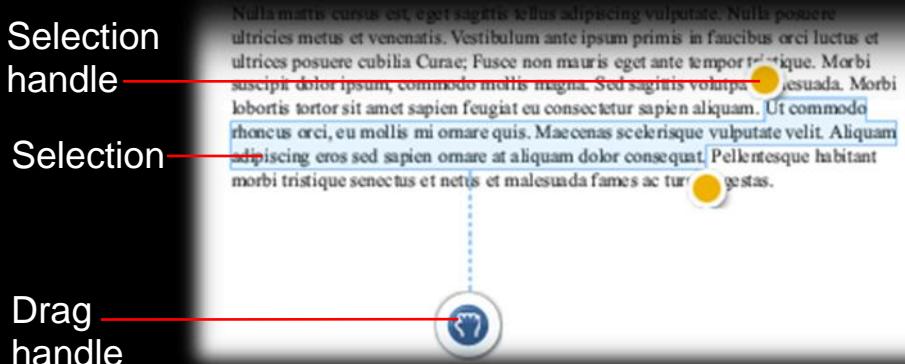
Picsel Smart Office allows you to change documents, for example by typing sentences or reformatting what is there. You can even recalculate spreadsheet formulae and charts by changing the numbers!

3.1 Insertion Caret

In Word and Power Point documents, a red insertion caret can be placed by tapping your finger in the document, allowing you to type new text.

3.2 Selecting Content

To change part of the document, first double tap on a part that you want to select. Orange “selection handles” will appear highlighting which word has been selected, and a blade of actions will appear at the bottom of the screen. Spreadsheet cells and paragraphs of text in slide shows can also be selected.



You can adjust how much text is selected by dragging the selection handles around with your finger.

You may move selected text to another position using the drag handle. When you finish dragging, the text will be cut from its current position and pasted at the insertion caret which appears during the drag. You may also drag a selection to or from the scrap book icon on the bottom blade.

To clear a selection, tap once somewhere else in the document (outside the current selection). This may also place the insertion caret (see section 3.1) which can also be cancelled by tapping once.

3.3 Formatting and Editing

Once you have selected some text, you can change its formatting using the blade at the bottom of the screen.



Format Text. Tap this to open the text formatting blade, where you can change how the text appears in the document, e.g. making it **Bold**, *Italic* or Underlined. These are described below.



Edit. To change the text you have selected, tap this icon to pop-up an input keyboard for typing.



Cut/Paste pops up a “callout” allowing you to move text between the document and the scrap book.



Cut. This will delete the selected text from the document, and move it to the scrap book. You can paste it back into the document at another location. After cutting, the insertion caret is set in the same place, in case you wish to paste it or type new text there.



Copy. This duplicates the selected text on the scrap book, to be pasted later.



Paste inserts the text from the scrap book, into the document, replacing the selection.



Scrap book. This shows the fragment most recently cut from the document. It can be dragged back to the document.

While dragging, a red insertion caret appears to show where it will be pasted. You can also drag a selection from the document to the scrap book, to cut it.

The text formatting properties that you can adjust appear on a blade. You can close the blade by tapping in the middle of the screen.

B

Bold. Tap this to embolden the font used for the selected text, or again to return to normal weight.

I

Italic. Tap to switch italic on or off for the selected text.

U

Underlined. Tap to switch underlining on or off for the selected text.

L

Left alignment. This applies to whole paragraphs, not just selected words.

C

Centred alignment of paragraph.

R

Right alignment of paragraph.



Text colour. This will open a blade containing a choice of colours for your selected text.



Background colour. This will open a blade allowing you to change the colour of the page behind the selected text.



List formatting. This will open a blade allowing you to choose the paragraph style, between normal body text, numbered lists, and bulleted lists. This applies to whole paragraphs, not just selected words.



You can indent a list item paragraph more or less deeply, using the two icons.



Font name and size. This opens a blade with a choice of font families and point sizes. The names include a standard set of fonts, and those used within your document. However, as on any computer, the text displayed on the screen may not exactly match the named font.

In a Microsoft Word 2007 document (with a name ending .docx), you can add images from your device camera or gallery (film roll). To do this, please select some text to place the caret, then choose ‘Add’ from the blade.

If you are not satisfied with your change, most can be undone using the “Undo” icon on the top bar. After you have edited your document, please remember to save it using the top bar icon.

3.4 Editing Spreadsheets

As well as the text formatting options above, some additional features are available for cells in Excel spreadsheets:



Format cell: This opens a blade with options for modifying the appearance of a spreadsheet cell.



Insert row/column: This opens a blade allowing rows and columns to be added or deleted.



Edit cell: You can change the value of a cell, making it text, numeric or even a complex formula (calculated as described below).



Cut/Paste pops up a callout allowing you to move cells between the spreadsheet and the scrap book, as described above for text documents.



Alignment allows vertical and horizontal positioning of the content within the cell shape, and also merging of several cells if selected.



Size adjusts the width of the spreadsheet column, or height of the row, in the same units as Excel itself uses.



Number Format specifies how the value of the cell should be rendered. This is more useful for dates and large numbers. The blade which appears requires a tap to select each option, and will open a further blade.

If you edit a cell value, the spreadsheet will be recalculated, including dependencies.

f(x) **Functions:** While you are editing a cell's formula, you can insert a function by name, from more than 100 available.

There are a few rarely used formulae which are not processed, but these are not lost and will be updated the next time you load your spreadsheet into Microsoft Excel.

Spreadsheet files are also shown with a “tab” for each sheet in the workbook. You can switch between these by tapping the named tab. You can also re-order them by holding then dragging a tab, or delete a sheet entirely by tapping the X icon.

The screenshot shows a spreadsheet interface with a toolbar at the top containing icons for Back, Save, Undo, More, and Pages. Below the toolbar is a navigation bar with tabs for Notes, Borough, Metadata, and Regions. The Regions tab is currently selected and highlighted in grey. The main area displays a table with the following data:

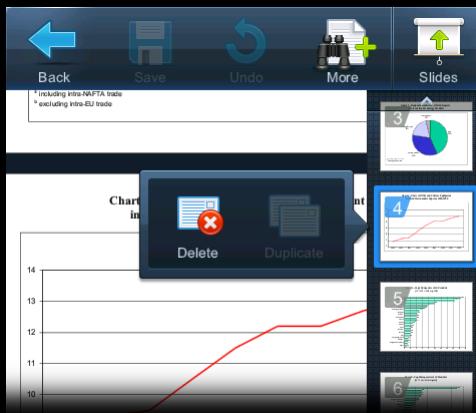
Region	B	C	D
United Kingdom		4,546	4,454
England & Wales			
England		3,922	3,897
North East		307	292

3.5 Editing PowerPoint slides

The text in PowerPoint slides can be edited, if the slide uses the master style. If it is not possible to edit a slide, this is usually because of the way it was created.



Slide Sorter: Opening this panel on the right of the screen allows you to re-order and delete slides.



Slideshow: This option in the ‘More’ top bar, will play the slide show sequence in order. Tap the screen to proceed to the next slide. Press and hold to exit.

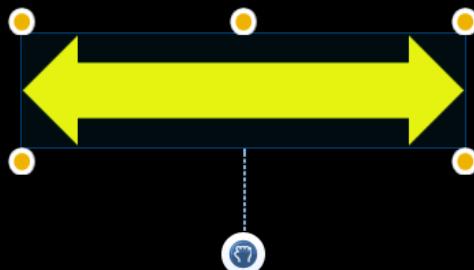
In the slide sorter, tap on a slide thumbnail to jump to viewing that one. Tap and hold to select it; you can then drag it up or down through the sequence to re-order it, or release your finger to see a callout allowing you to delete it. Drag any slide in the sequence quickly up or down, to pan the list itself (if there are many slides).

Auto-shapes can be created, modified and cut out in Microsoft Office PowerPoint presentations.



To add a new shape to a PowerPoint presentation, please place the caret or select any shape. Then choose the 'Add' icon from the blade.

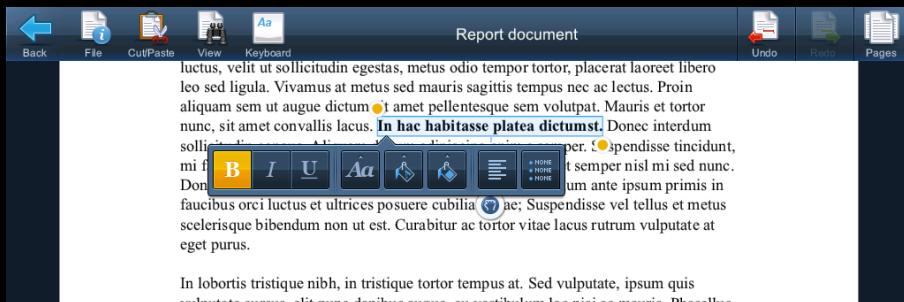
You can edit a shape by single tapping on it; marks will appear around it to help you resize it, or move it to another position. The handles in the corners allow you to resize the shape. The top middle allows rotation. The blue handle below allows you to move the shape.



While a shape is selected, the blade (or callout menu) shows options for adjusting the fill colour, line width, etc. You can also move the item forwards or backwards amongst others in the document, and you can cut them to the scrap book. To delete an item, choose 'Cut'.

3.6 Tablet Devices

If your device has a large screen, then when you select text, a callout with editing options will appear instead of a blade at the bottom of the screen. Equivalent features are available on both types of device.



4 Editable Files

File formats that can be edited by Picsel Smart Office are listed below. There are several reasons why some files cannot be edited, however. If selection handles do not appear for editing when you expect, there could be several reasons:

- Some documents containing very large images or many pages may be too large to load properly, in which case they can only be viewed.
- You may not have double-tapped effectively. There should be only a brief pause between taps in virtually the same place on screen.
- You may be viewing a format such as PDF which cannot be edited.
- The object you tapped may not be editable, such as a table within a PowerPoint slide show.

- The file may not have been fully loaded yet, or not editable. Wait for a few moments, and try again. If it is very large, it may not be possible to load it fully.

Picsel supports thousands of individual document content features and hundreds of format versions. The following table is a brief summary.

<i>Feature</i>	<i>Displayed</i>	<i>Editable</i>
Microsoft Word .doc .docx	Yes	Yes
Microsoft Excel .xls .xlsx	Yes	Yes
Microsoft PowerPoint .ppt .pptx	Yes	Yes
Adobe PDF .pdf	Yes	No
Plain text .txt	Yes	No
Bitmap images .jpg .bmp .png .gif	Yes	No
Vector images .wmf .emf	Yes	No
Faithful page layout, where supported	Yes	Yes
Body text	Yes	Yes
Tables	Yes	Yes
Images in documents	Yes	No
Password-encrypted PDF files	Yes	No

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Steve Wilhite wrote an LZW decoder for GIF images, used here.

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